

the United States, unless otherwise instructed by NARA.

(c) If the records are not in a NARA records center, submit the information specified in § 1230.28(c).

(d) Transfer the silver gelatin original (or duplicate silver gelatin microform created in accordance with § 1230.14) plus one microform copy.

(e) Ensure that the inspection of the microform is up-to-date. If the microform records were recently produced, please note that NARA will not accession permanent microform records until the first inspection (when the microforms are 2 years old) has been performed.

(f) Package non-silver copies separately from the silver gelatin original or silver duplicate microform copy and clearly label them as non-silver copies.

### Subpart E—Centralized Micrographic Services

#### § 1230.50 What micrographic services are available from NARA?

Some NARA records centers provide reimbursable microfilming services, including preparing, indexing, and filming of records, inspection of film, and labeling of film containers. Agencies desiring microfilming services from NARA should contact the Office of Regional Records Services (NR), 8601 Adelphi Rd., College Park, MD 20740-6001, or the director of the NARA records center serving the agency's records (see § 1228.150(a) of this chapter). The fees for microfilming services will appear in NARA bulletins, which are available on NARA's web site at <http://www.nara.gov/records/policy/bulletin.html> or from the Modern Records Programs (NWM), 8601 Adelphi Road, College Park, MD 20740-6001.

## PART 1232—AUDIOVISUAL RECORDS MANAGEMENT

### Subpart A—General

Sec.

1232.1 Applicability and scope.

1232.2 Objectives.

1232.10 Definitions.

### Subpart B—Audiovisual Records Management

1232.20 Agency program responsibilities.

1232.22 Nitrocellulose film.

1232.24 Unstable cellulose-acetate film.

1232.26 Storage conditions.

1232.28 Maintenance and operations.

1232.30 Choosing formats.

1232.32 Disposition.

AUTHORITY: 44 U.S.C. 2904 and 3101; and OMB Circular A-130.

SOURCE: 61 FR 32337, June 24, 1996, unless otherwise noted.

### Subpart A—General

#### § 1232.1 Applicability and scope.

This part prescribes policies and procedures for managing audiovisual records to ensure adequate and proper documentation and authorized, timely, and appropriate disposition.

#### § 1232.2 Objectives.

The objectives of audiovisual records management are to achieve the effective creation, maintenance, use, and disposition of audiovisual and related records by establishing standards for maintenance and disposition, physical security, and preservation and by reviewing recordkeeping practices on a continuing basis to improve procedures.

#### § 1232.10 Definitions.

For the purposes of this part, the following definitions shall apply (see also § 1220.14 of this chapter for other definitions).

*Audiovisual.* Any pictorial or aural means of communicating information.

*Audiovisual equipment.* Equipment used for recording, producing, duplicating, processing, broadcasting, distributing, storing or exhibiting audiovisual materials or for providing any audiovisual services.

*Audiovisual production.* An organized and unified presentation, developed according to a plan or script, containing visual imagery, sound, or both, and used to convey information. An audiovisual production generally is a self-contained presentation. Audiovisual productions may include motion media with synchronous sound such as motion picture film, videotape or other